

**Trial Courts of Arizona
Maricopa County**

Alternative Dispute Resolution (ADR)

Family Court Settlement Conference Training Manual

**(ELECTRONIC COPY AVAILABLE ON <http://www.superiorcourt.maricopa.gov/adr/>)
Click on Judges *Pro Tempore* link**

**3rd Floor, Central Court Building
201 West Jefferson
Phoenix, Arizona 85003
602-506-7884
FAX: 602-506-5836**

**(COMPILED BY MEL DAILEY, FC & CV SETTLEMENT CONFERENCE
PROGRAMS ADMINISTRATOR)**

CURRENT AS OF DECEMBER 15, 2005

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***THESE FORMS CAN BE DOWNLOADED FROM THE ADR WEBSITE. Click on Judges *Pro Tempore* link to access the forms. <http://www.superiorcourt.maricopa.gov/adr/>**

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CHAPTER 1

FAMILY COURT SETTLEMENT CONFERENCE ADMINISTRATIVE PROCEDURES FOR JUDGES *PRO TEMPORE*

- **Cases are referred to ADR via minute entry, Family Court Settlement Conference Request Sheet, or during a hearing while parties are present by calling the ADR settlement conference hotline**
 1. If a judge refers a case to ADR for a settlement conference the clerk prepares a minute entry or a Family Court Settlement Conference Request Sheet referring the matter to ADR
 2. Referrals made during a hearing while parties are present by calling the ADR hotline
 - a. The clerk calls the ADR hotline while in Court and is immediately given a date, time, location, and judicial officer (Commissioner/Judge *Pro Tempore*) for the settlement conference
 - b. The clerk then provides that information to the parties in open Court.
 - c. ADR later issues a 2-page notice (in the form of a minute entry) to the parties affirming the date, time and location of the settlement conference, along with necessary settlement conference instructions
- **Scheduling Process**
 1. Priority in setting cases at ADR
 - a. Cases with trial dates within 60-90 days and cases that have to be set within 30-60 days are set first
 - b. Cases without trial dates: Set in the order of receipt
 2. ADR uses both commissioners and judges *pro tempore* for conducting settlement conferences. Request letters for judges *pro tempore*'s 2-month schedule, signed by the Presiding Family Court Judge, are sent every Jan (Mar-Apr schedule); Mar (May-June schedule); May (Jul-Aug schedule); Jul (Sep-Oct schedule); Sept (Nov-Dec schedule); and Nov (Jan-Mar schedule). Upon receipt of schedules from judges *pro tempore*, a 2-month schedule is prepared. ADR schedules settlement conferences for judges *pro tempore* in the dates and times provided to ADR.
 3. Scheduling process for pending cases:
 - a. ADR uses judges *pro tempore*'s schedule by comparing their available dates/times with attorneys' schedules (available on the Court's database)
 - i. Represented parties: When judges *pro tempore*'s available dates/times match attorney's available dates/times, the settlement conference is set.
 - ii. "Pro Per" parties: Settlement conference is set without calling parties.
 - b. Once a settlement conference is set, a minute entry is generated and sent out to counsel or "Pro Per" parties, and judge *pro tempore* appointed to the case.
 - c. ADR notifies judges *pro tempore* of their scheduled settlement conferences by minute entry

NOTE: Judges *pro tempore* are requested to notify ADR immediately if their schedule changes after signing up

- **Locations of Settlement Conferences.** Settlement conferences may be held at one of the following locations: Alternative Dispute Resolution (ADR) Office, 3rd Floor, Central Court Building, 201 West Jefferson, Phoenix (ALL cases); Southeast Facility (Mesa Court) (Mesa cases only); Northwest Facility (Surprise) (Northwest cases only); Northeast Facility (40th St. & Union Hills) (Northeast cases only); and Judges *Pro Tempore*'s offices (ALL cases). When a settlement conference is held at ADR, Mesa, Northwest, or Northeast facilities, the judge *pro tempore* is requested to arrive at least 15 minutes prior to the scheduled settlement conference

ADR Office, Southeast Facility, Northwest Facility, & Northeast Facility Settlement Conferences:
Case files will be available for settlement conferences held at ADR office, Southeast facility, and Northwest facility, along with a settlement conference packet, Family Settlement Conference Program Evaluation of Settlement Conference forms, and a cassette or microcassette tape.

Upon conclusion of the settlement conference:

ADR Office: Judge *Pro Tempore* is requested to bring the case file, settlement conference report, tape, pro bono hours form, and the rest of the packet to the ADR Family Court Settlement Conference Program Administrator's office.

Southeast Facility: Judge *Pro Tempore* is requested to bring the case file, settlement conference report, tape, pro bono hours form, and the rest of the packet to the Southeast Facility ADR liaison.

Northwest Facility: Judge *Pro Tempore* is requested to bring the case file, settlement conference report, tape, pro bono hours form, and the rest of the packet to the Northwest Facility ADR liaison (usually the judicial assistant to the judge assigned to the case).

Northeast Facility: Judge *Pro Tempore* is requested to bring the case file, settlement conference report, tape, pro bono hours form, and the rest of the packet to the Northwest Facility ADR liaison (usually the judicial assistant to the judge assigned to the case).

Judge *Pro Tempore*'s office: ADR will mail a settlement conference packet to the Judge *Pro Tempore*. Case files may be checked out from Public Records (601 W. Jackson, Phoenix, Arizona) by the appointed Judge *Pro Tempore*. Judge *Pro Tempore* should present a copy of the ADR minute entry appointing them as the Judge *Pro Tempore*. Upon conclusion of the settlement conference, the Judge *Pro Tempore* must ensure that the settlement conference report, tape, and certificate of pro tem hours are mailed or delivered to the ADR office.

- **Settlement Conference Packet includes the following:** Note: JPTs may opt to receive items 1, 2, 3, 4, 5, 6i, & 6j only.
 1. Family Court Settlement Conference Report: To be filled out by the Judge *Pro Tempore* immediately after the settlement conference.
 2. A Blank Cassette or Microcassette Tape (for full or partial settlement).
 3. Case Card (for off-site settlement conferences only): Provides some information about the case.
 4. Family Court Settlement Conference Program Evaluation Of Settlement Conference Forms (2-4 In Each Packet [in pre-addressed/stamped envelopes]): To be distributed to parties/counsel (if represented).
 5. Certificate of Pro Tem Hours: To be filled out by the Judge *Pro Tempore* and returned to ADR, along with the Family Court Settlement Conference Report and tape (FULL & PARTIAL SETTLEMENTS).
 6. Information Packet:
 - a. Instructions For Making Support Payments Through The Support Payment Clearinghouse
 - b. Information To Be Included On All Decrees (self-explanatory)
 - c. Spousal Maintenance Guidelines
 - d. Child Support Instruction Packet
 - e. Child Support Forms Packet
 - f. Parenting Plan Form (DRCVG11f)
 - g. Decree Of Dissolution Of Marriage (Divorce) With Children (DRDC81f)
 - h. Decree Of Dissolution Of Marriage (Divorce) Without Children (DRDA81f)
 - i. Agreement Between the Parties Pursuant to A.R.C.P. Rule 80(d) (Divorce) with Children: Please fill in the appropriate information and have parties/counsel sign the form and send original to ADR for filing. JPT is requested to provide copies to counsel/parties.
 - j. Agreement Between the Parties Pursuant to A.R.C.P. Rule 80(d) (Divorce) Without Children: Please fill in the appropriate information and have parties/counsel sign the form and send original to ADR for filing. JPT is requested to provide copies to counsel/parties.
 - k. Judgment and Order for Paternity and/or Child Support, Child Custody, Parenting Time, Vital Records (DRP81f)

- **Times for settlement conferences (allow at least 2 hours for each session):** Morning (9:30-11:30 a.m.) or afternoon (1:30-3:30 p.m.)
- **Decree of Dissolution:** When a decree is sent to the Judge *Pro Tempore* for their signature, please forward signed decree (including envelopes/copies) to ADR. ADR will then update the Court's database and send decree to Clerk of the Court's office for processing and filing.
- **The following forms are also available:**
 1. Decree of Dissolution of Marriage Checklist: For your use when reviewing/approving decrees of dissolution of marriage.
 2. Decree of Dissolution of Marriage Rejection Sheet: For your use when reviewing/approving decrees of dissolution of marriage. Attach this sheet to decree when returning decree for corrections.
- **Signed Motion to Continue (MTC) Settlement Conference:** Forward original MTC to ADR for filing and mail copies to "pro per" parties and counsel (if represented).
- **Settlement agreement tape:** Settlement agreement tapes MUST be forwarded to ADR upon completion of the SC. If you are holding on to the agreement tape until the decree is reviewed/approved/signed, please forward tape to ADR upon approval of decree. ADR will then forward tape to Family Court Administration for safekeeping.
- **The Judge *Pro Tempore* is requested to notify the ADR Office of any changes to the scheduled settlement conference (i.e., date, time, location, continuation, etc.).**
- **Processing of settlement conference reports**
 1. Upon receiving the completed report from JPT, ADR updates the court's database and ADR's records
 2. A copy of the report is sent to the assigned judge (FULL, PARTIAL, & NO SETTLEMENTS) and parties/counsel (if represented) (PARTIAL & NO SETTLEMENTS only). The original is kept in the ADR office for one calendar year.
 3. The reports are also used to generate ADR's statistics.
 4. It is vital that each JPT return the report upon conclusion of the settlement conference. This assures that our records and statistics are as accurate as possible
- **Evaluation Forms:** The evaluation forms filled out by the parties are tabulated in the ADR office upon receipt. All party information remains confidential. The comments are shared with the individual JPT at the end of the fiscal year.
- **Statistics**
 1. At the end of each fiscal year, ADR issues a statistical report to each JPT.
 2. The report includes a list of the JPTs cases with outcomes, a statistical breakdown of the settlement agreement rate, and evaluation comments.
 3. A separate report is sent to each Superior Court Judge with their individual information, as well as an overall report to Court Administration. JPT names are not listed with the case outcomes reported to the Judges or Court Administration.
- **Arbitration Exemption:** In order to qualify for an exemption, a family court settlement conference judge *pro tempore* is required to serve and complete a minimum of three, one-half days of settlement conference work during a period of six months, or the equivalent (e.g. one-half day of settlement conferences every other month for six months). NOTE: JPTs who serve as family court and civil settlement conference judges *pro tempore* may not combine civil and family court settlement conferences on the exemption request.

Pursuant to an agreement between the Family Court Department and the Presiding Civil Department Judge, any judge *pro tempore* who meets the qualifications and stipulations as set forth above is entitled to one "pass" as an arbitrator for the court after completion of the request for exemption. The pro bono work that qualifies the judge *pro tempore* for exemption must have been conducted on or before the appointment as arbitration judge. NOTE: Completion of a request for exemption after being appointed as an arbitrator does not relieve the judge *pro tempore* from appointment; judge *pro tempore* will be given credit for the next appointment.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
11/28/2005
Clerk of the Court

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

Emelda C. Dailey
Deputy

HONORABLE JEFFREY HOTHAM

11/28/2005

FC2005-000069

C O P Y

Michael J McMahon

2374 Lynn M Pearlstein
4545 E SHEA BLVD
STE 258
Phoenix, AZ 85028-6009

V.

Virginia M McMahon

5002 James L Leather
STE 5
13601 N 19TH AVE
PHOENIX, AZ 85029-1690

6367 ROSANN K JOHNSON
(602) 258-8998
Judge Pro Tempore

IT IS ORDERED that Judge *Pro Tempore* **ROSANN K JOHNSON** is appointed to conduct a Settlement Conference and to enter stipulated orders in this matter, pursuant to Rule 16.1, A.R.C.P.

IT IS ORDERED that a Settlement Conference shall be held at Alternative Dispute Resolution, Maricopa County Superior Court, 3rd Floor, Central Court Building, 201 W. Jefferson, Phoenix, AZ 85003 on 1/6/2006 at 9:30 AM. The Judge Pro Tempore shall notify Alternative Dispute Resolution of any changes, i.e., date/time, to the above settlement conference.

IT IS FURTHER ORDERED that both parties and counsel (if represented) SHALL be physically present at the aforesaid date and time. Except for good cause shown, failure of either party and/or counsel (if represented) to appear physically may result in sanctions being imposed, which may include proceeding by default and granting of the relief requested by the other party. All Settlement Conference participants should expect to attend the Settlement Conference for at least two hours, and docket their calendars accordingly.

IT IS FURTHER ORDERED that each party shall furnish the Judge *Pro Tempore* with a separate Settlement Conference Memorandum at least seven calendar days prior to the scheduled Settlement Conference.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
11/28/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

11/28/2005

FC2005-000069

C O P Y

The Settlement Conference memorandum shall include the following information:

1. A general description of the issues in the lawsuit, and each party's position with respect to each issue.
2. A description of the evidence each party intends to present, with respect to each issue stated in item one.
3. A summary of any and all settlement negotiations that have previously occurred between the parties.
4. A current Affidavit of Financial Information.
5. An inventory of major community or joint assets, including dates of acquisition, amounts of encumbrance, and present value.
6. A list of outstanding debts and the party responsible for each debt.
7. Any other information the party believes would be helpful to the settlement process.

This memorandum SHALL NOT be filed with the Clerk of the Court. Parties shall not exchange this memorandum with each other. If Joint or Separate Pretrial Statements have been filed with the court, you must forward a copy to the assigned Judge *Pro Tempore* and submission of Settlement Conference Memoranda is optional.

IT IS FURTHER ORDERED that all motions to continue the scheduled Settlement Conference shall be brought before the assigned Judge *Pro Tempore*, with notice of said motion to be provided to the Alternative Dispute Resolution (ADR) Office. If the motion for continuance is granted, the requesting party shall provide a signed copy of the Order to ADR. Any other pre-trial motions shall be brought before the judge permanently assigned to the case.

IT IS FURTHER ORDERED that by this appointment, the Judge *Pro Tempore* becomes an extension of the court and therefore is entrusted with certain powers and duties. Any agreement the parties enter into, which is memorialized by the Judge *Pro Tempore*, shall be considered a binding agreement, in accordance with Rule 80 (d), A.R.C.P.

Failure to comply with this Court Order may result in the imposition of court sanctions, pursuant to Rule 16.1 (h), A.R.C.P.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
12/9/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

HONORABLE RAYMOND P LEE

12/9/2005

FC2004-009150

C O P Y

Melvin Ross Harper

10544 Bette O Adelman
ADELMAN LAW OFFICE PC
3030 N CENTRAL AVE STE 1405
Phoenix, AZ 85012-2720

V.

Carol Ann Harper

18938 JAMES E VILES
STE 300
7702 E DOUBLETREE RANCH RD
SCOTTSDALE, AZ 85258

16515 ALONA M GOTTFRIED
(602) 870-9700
Judge Pro Tempore

IT IS ORDERED that Judge *Pro Tempore* **ALONA M GOTTFRIED** is appointed to conduct a Settlement Conference and to enter stipulated orders in this matter, pursuant to Rule 16.1, A.R.C.P.

IT IS ORDERED that a Settlement Conference shall be held at Judge Pro Tempore's office, 7319 N 16th St, Suite 100, Phoenix, AZ 85020 on 1/12/2006 at 1:30 PM. *The Judge Pro Tempore shall notify Alternative Dispute Resolution of any changes, i.e., date/time, to the above settlement conference.*

IT IS FURTHER ORDERED that both parties and counsel (if represented) **SHALL be physically present at the aforesaid date and time. Except for good cause shown, failure of either party and/or counsel (if represented) to appear physically may result in sanctions being imposed, which may include proceeding by default and granting of the relief requested by the other party. All Settlement Conference participants should expect to attend the Settlement Conference for at least two hours, and docket their calendars accordingly.**

IT IS FURTHER ORDERED that each party shall furnish the Judge *Pro Tempore* with a separate Settlement Conference Memorandum at least seven calendar days prior to the scheduled Settlement Conference.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
12/9/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

12/9/2005

FC2004-009150

C O P Y

The Settlement Conference memorandum shall include the following information:

1. A general description of the issues in the lawsuit, and each party's position with respect to each issue.
2. A description of the evidence each party intends to present, with respect to each issue stated in item one.
3. A summary of any and all settlement negotiations that have previously occurred between the parties.
4. A current Affidavit of Financial Information.
5. An inventory of major community or joint assets, including dates of acquisition, amounts of encumbrance, and present value.
6. A list of outstanding debts and the party responsible for each debt.
7. Any other information the party believes would be helpful to the settlement process.

This memorandum SHALL NOT be filed with the Clerk of the Court. Parties shall not exchange this memorandum with each other. If Joint or Separate Pretrial Statements have been filed with the court, you must forward a copy to the assigned Judge *Pro Tempore* and submission of Settlement Conference Memoranda is optional.

IT IS FURTHER ORDERED that all motions to continue the scheduled Settlement Conference shall be brought before the assigned Judge *Pro Tempore*, with notice of said motion to be provided to the Alternative Dispute Resolution (ADR) Office. If the motion for continuance is granted, the requesting party shall provide a signed copy of the Order to ADR. Any other pre-trial motions shall be brought before the judge permanently assigned to the case.

IT IS FURTHER ORDERED that by this appointment, the Judge *Pro Tempore* becomes an extension of the court and therefore is entrusted with certain powers and duties. Any agreement the parties enter into, which is memorialized by the Judge *Pro Tempore*, shall be considered a binding agreement, in accordance with Rule 80 (d), A.R.C.P.

Failure to comply with this Court Order may result in the imposition of court sanctions, pursuant to Rule 16.1 (h), A.R.C.P.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
10/19/2005
Clerk of the Court

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

Emelda C. Dailey
Deputy

HONORABLE CONNIE CONTES

10/19/2005

FC2003-093419

C O P Y

Randel Kevin Brown

12698 Steven M Ellsworth
STE 231
1630 S STAPLEY RD
Mesa, AZ 85204-0001

V.

Denise S Brown

18938 JAMES E VILES
STE 300
7702 E DOUBLETREE RANCH RD
SCOTTSDALE, AZ 85258

6929 MICHAEL DAVID MILLER
(480) 899-2500
Judge Pro Tempore

IT IS ORDERED that Judge *Pro Tempore* **MICHAEL DAVID MILLER** is appointed to conduct a Settlement Conference and to enter stipulated orders in this matter, pursuant to Rule 16.1, A.R.C.P.

IT IS ORDERED that a Settlement Conference shall be held at Maricopa County Superior Court, Southeast Facility, 222 E. Javelina Avenue, Mesa, AZ 85210 on 11/16/2005 at 1:30 PM. The Judge Pro Tempore and parties/counsel are to assemble at Court Administration, Suite 1350, and will be escorted to the settlement conference room. *The Judge Pro Tempore shall notify Alternative Dispute Resolution of any changes, i.e., date/time, to the above settlement conference.*

IT IS FURTHER ORDERED that both parties and counsel (if represented) **SHALL** be physically present at the aforesaid date and time. Except for good cause shown, failure of either party and/or counsel (if represented) to appear physically may result in sanctions being imposed, which may include proceeding by default and granting of the relief requested by the other party. All Settlement Conference participants should expect to attend the Settlement Conference for at least two hours, and docket their calendars accordingly.

IT IS FURTHER ORDERED that each party shall furnish the Judge *Pro Tempore* with a separate Settlement Conference Memorandum at least seven calendar days prior to the scheduled Settlement Conference.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
10/19/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

10/19/2005

FC2003-093419

C O P Y

The Settlement Conference memorandum shall include the following information:

1. A general description of the issues in the lawsuit, and each party's position with respect to each issue.
2. A description of the evidence each party intends to present, with respect to each issue stated in item one.
3. A summary of any and all settlement negotiations that have previously occurred between the parties.
4. A current Affidavit of Financial Information.
5. An inventory of major community or joint assets, including dates of acquisition, amounts of encumbrance, and present value.
6. A list of outstanding debts and the party responsible for each debt.
7. Any other information the party believes would be helpful to the settlement process.

This memorandum SHALL NOT be filed with the Clerk of the Court. Parties shall not exchange this memorandum with each other. If Joint or Separate Pretrial Statements have been filed with the court, you must forward a copy to the assigned Judge *Pro Tempore* and submission of Settlement Conference Memoranda is optional.

IT IS FURTHER ORDERED that all motions to continue the scheduled Settlement Conference shall be brought before the assigned Judge *Pro Tempore*, with notice of said motion to be provided to the Alternative Dispute Resolution (ADR) Office. If the motion for continuance is granted, the requesting party shall provide a signed copy of the Order to ADR. Any other pre-trial motions shall be brought before the judge permanently assigned to the case.

IT IS FURTHER ORDERED that by this appointment, the Judge Pro Tempore becomes an extension of the court and therefore is entrusted with certain powers and duties. Any agreement the parties enter into, which is memorialized by the Judge Pro Tempore, shall be considered a binding agreement, in accordance with Rule 80 (d), A.R.C.P.

Failure to comply with this Court Order may result in the imposition of court sanctions, pursuant to Rule 16.1 (h), A.R.C.P.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
10/31/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

HONORABLE HARRIETT CHAVEZ

10/31/2005

FC2004-071451

C O P Y

Greg Hammond

9738 Martin F Keil
ATTORNEY AT LAW
7112 N 55TH AVE
GLENDALE, AZ 85301

V.

Laurie J Hammond

3038 Joseph W Charles
5704 W PALMAIRE
PO BOX 1737
Glendale, AZ 85311

19691 FLORENCE BRUEMMER
(623) 551-0380
Judge Pro Tempore

IT IS ORDERED that Judge *Pro Tempore* **FLORENCE BRUEMMER** is appointed to conduct a Settlement Conference and to enter stipulated orders in this matter, pursuant to Rule 16.1, A.R.C.P.

IT IS ORDERED that a Settlement Conference shall be held at Maricopa County Superior Court, Northwest Facility, 14264 W Tierra Buena Lane, Surprise, Arizona 85374 on 1/26/2006 at 9:30 AM. The Judge Pro Tempore and parties/counsel are to report to the Information Desk and will be escorted to the settlement conference room. *The Judge Pro Tempore shall notify Alternative Dispute Resolution of any changes, i.e., date/time, to the above settlement conference.*

IT IS FURTHER ORDERED that both parties and counsel (if represented) **SHALL** be physically present at the aforesaid date and time. Except for good cause shown, failure of either party and/or counsel (if represented) to appear physically may result in sanctions being imposed, which may include proceeding by default and granting of the relief requested by the other party. All Settlement Conference participants should expect to attend the Settlement Conference for at least two hours, and docket their calendars accordingly.

IT IS FURTHER ORDERED that each party shall furnish the Judge *Pro Tempore* with a separate Settlement Conference Memorandum at least seven calendar days prior to the scheduled Settlement Conference.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
10/31/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

10/31/2005

FC2004-071451

C O P Y

The Settlement Conference memorandum shall include the following information:

1. A general description of the issues in the lawsuit, and each party's position with respect to each issue.
2. A description of the evidence each party intends to present, with respect to each issue stated in item one.
3. A summary of any and all settlement negotiations that have previously occurred between the parties.
4. A current Affidavit of Financial Information.
5. An inventory of major community or joint assets, including dates of acquisition, amounts of encumbrance, and present value.
6. A list of outstanding debts and the party responsible for each debt.
7. Any other information the party believes would be helpful to the settlement process.

This memorandum SHALL NOT be filed with the Clerk of the Court. Parties shall not exchange this memorandum with each other. If Joint or Separate Pretrial Statements have been filed with the court, you must forward a copy to the assigned Judge *Pro Tempore* and submission of Settlement Conference Memoranda is optional.

IT IS FURTHER ORDERED that all motions to continue the scheduled Settlement Conference shall be brought before the assigned Judge *Pro Tempore*, with notice of said motion to be provided to the Alternative Dispute Resolution (ADR) Office. If the motion for continuance is granted, the requesting party shall provide a signed copy of the Order to ADR. Any other pre-trial motions shall be brought before the judge permanently assigned to the case.

IT IS FURTHER ORDERED that by this appointment, the Judge Pro Tempore becomes an extension of the court and therefore is entrusted with certain powers and duties. Any agreement the parties enter into, which is memorialized by the Judge Pro Tempore, shall be considered a binding agreement, in accordance with Rule 80 (d), A.R.C.P.

Failure to comply with this Court Order may result in the imposition of court sanctions, pursuant to Rule 16.1 (h), A.R.C.P.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
11/1/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

HONORABLE JOHN REA

11/1/2005

FC2005-050715

In re the Marriage of

Melanie K Reed

20565 Kristen A Silverman
7210 N 16TH ST
Phoenix, AZ 85020

V.

Eric L Reed

19741 Pamela J P Donison
3216 N 3RD ST
STE 100
Phoenix, AZ 85012

15409 AVERY CROSSMAN
(602) 248-0380
Judge Pro Tempore

IT IS ORDERED that Judge *Pro Tempore* **AVERY CROSSMAN** is appointed to conduct a Settlement Conference and to enter stipulated orders in this matter, pursuant to Rule 16.1, A.R.C.P.

IT IS ORDERED that a Settlement Conference shall be held at **Maricopa County Superior Court, Northeast Regional Court Center, 18380 N. 40th St., Phoenix, Arizona 85032** on **1/12/2006** at **1:30 PM**. The Judge Pro Tempore and parties/counsel are to report to the Information Desk and will be escorted to the settlement conference room. *The Judge Pro Tempore shall notify Alternative Dispute Resolution of any changes, i.e., date/time, to the above settlement conference.*

IT IS FURTHER ORDERED that both parties and counsel (if represented) **SHALL** be physically present at the aforesaid date and time. Except for good cause shown, **failure of either party and/or counsel (if represented) to appear physically may result in sanctions being imposed**, which may include proceeding by default and granting of the relief requested by the other party. All Settlement Conference participants should expect to attend the Settlement Conference for at least two hours, and docket their calendars accordingly.

IT IS FURTHER ORDERED that each party shall furnish the Judge *Pro Tempore* with a separate Settlement Conference Memorandum at least seven calendar days prior to the scheduled Settlement Conference.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

****FILED****
11/1/2005
Clerk of the Court

Emelda C. Dailey
Deputy

ALTERNATIVE DISPUTE RESOLUTION OFFICE
Family Court Settlement Conference Order

11/1/2005

FC2005-050715

C O P Y

The Settlement Conference memorandum shall include the following information:

1. A general description of the issues in the lawsuit, and each party's position with respect to each issue.
2. A description of the evidence each party intends to present, with respect to each issue stated in item one.
3. A summary of any and all settlement negotiations that have previously occurred between the parties.
4. A current Affidavit of Financial Information.
5. An inventory of major community or joint assets, including dates of acquisition, amounts of encumbrance, and present value.
6. A list of outstanding debts and the party responsible for each debt.
7. Any other information the party believes would be helpful to the settlement process.

This memorandum SHALL NOT be filed with the Clerk of the Court. Parties shall not exchange this memorandum with each other. If Joint or Separate Pretrial Statements have been filed with the court, you must forward a copy to the assigned Judge *Pro Tempore* and submission of Settlement Conference Memoranda is optional.

IT IS FURTHER ORDERED that all motions to continue the scheduled Settlement Conference shall be brought before the assigned Judge *Pro Tempore*, with notice of said motion to be provided to the Alternative Dispute Resolution (ADR) Office. If the motion for continuance is granted, the requesting party shall provide a signed copy of the Order to ADR. Any other pre-trial motions shall be brought before the judge permanently assigned to the case.

IT IS FURTHER ORDERED that by this appointment, the Judge *Pro Tempore* becomes an extension of the court and therefore is entrusted with certain powers and duties. Any agreement the parties enter into, which is memorialized by the Judge *Pro Tempore*, shall be considered a binding agreement, in accordance with Rule 80 (d), A.R.C.P.

Failure to comply with this Court Order may result in the imposition of court sanctions, pursuant to Rule 16.1 (h), A.R.C.P.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY
CONFERENCE DATE: _____

<div style="border-bottom: 1px solid black; margin-bottom: 10px; text-align: center;">PETITIONER</div> <div style="border-bottom: 1px solid black; text-align: center;">RESPONDENT</div>	<p>CASE #: _____</p> <p>JUDGE _____</p> <p>FAMILY COURT SETTLEMENT CONFERENCE (SC) REPORT</p>	<p>COUNSEL/"PRO PER" PARTIES</p> <p style="text-align: center;">PETITIONER</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p style="text-align: center;">RESPONDENT</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
--	--	--

This is the time set for the Family Court Settlement Conference before JUDGE *PRO TEMPORE* _____. At this conference are:

() Petitioner () Counsel () Respondent () Counsel () Other _____

DOCUMENTS HERETOFORE PRESENTED AND EXCHANGED

PETITIONER

- () Settlement Conference Memorandum
- () Joint Pretrial Statement
- () Spousal Affidavit
- () Inventory of Property
- () Proposed Disposition
- () Other Documents: _____

RESPONDENT

- () Settlement Conference Memorandum
- () Joint Pretrial Statement
- () Spousal Affidavit
- () Inventory of Property
- () Proposed disposition
- () Other Documents: _____

TESTIMONY TAKEN FROM: ____ PETITIONER ____RESPONDENT

() FULL SETTLEMENT

() PARTIAL SETTLEMENT (Provide comments on page 2)

SETTLEMENT DICTATED: YES ____ () TAPE ATTACHED () Judge *Pro Tempore* will keep tape & will send tape to ADR @ a later date

NO ____

A. ____ Approved Decree/Order shall be submitted to () ADR () assigned Judge by () Petitioner () Respondent no later than _____.

B. ____ If not approved, proposed Decree/Order shall be lodged with the assigned Judge by () Petitioner () Respondent no later than _____.

C. ____ Signed Decree/Order attached

NOTE TO JUDGE *PRO TEMPORE*: DO NOT VACATE TRIAL DATE WHEN THERE'S A FULL SETTLEMENT

() CASE NOT SETTLED (Provide comments on page 2)

A. ____ Estimated Length Of Trial _____ (indicate days or hours)

B. ____ Testimony to be Taken on Trial Date

C. ____ Confirm Trial Date: _____

CASE NOT SETTLED/PARTIAL SETTLEMENT

ISSUES TO BE TRIED

COMMENTS

() CUSTODY/ACCESS

() CHILD SUPPORT

() SPOUSAL MAINTENANCE

() DIVISION OF PROPERTY

() DIVISION OF DEBTS

() ATTORNEYS' FEES

() RELIEF DUE RE:
PENDENTE LITE ORDER

() OTHER MATTERS TO BE
CONSIDERED BY THE CT

DATE: _____

JUDGE PRO TEMPORE

TRIAL COURTS OF ARIZONA
SUPERIOR COURT
MARICOPA COUNTY

(Name of Petitioner)

Case Number: _____

**AGREEMENT BETWEEN THE PARTIES
PURSUANT TO A. R. C. P. RULE 80 (D)
(DIVORCE) WITH CHILDREN**

(Name of Respondent)

☐ **FULL SETTLEMENT**
☐ **PARTIAL SETTLEMENT**

This is the time set for the ☐ Settlement Conference ☐ Resolution Management Conference **held**
_____ **before (please check one):**

☐ **Judge *Pro Tempore*** _____

☐ **Attorney Case Manager** _____

The assigned Judge on this case is _____

Attending this conference are:

☐ **Petitioner** ☐ **Petitioner's Counsel** ☐ **Respondent** ☐ **Respondent's Counsel**

☐ **Interpreter** ☐ **Other** _____

Has sixty days passed from service of the initial petition Yes ☐ No ☐

Is there an Order of Protection in effect now Yes ☐ No ☐

Have CPS or police been called on Petitioner ☐ Yes ☐ No
 Respondent ☐ Yes ☐ No

Has there been a drug conviction within the last 12 months for Petitioner ☐ Yes ☐ No
 Respondent ☐ Yes ☐ No

Does either party have a pending bankruptcy case?
 Petitioner ☐ Yes ☐ No Respondent ☐ Yes ☐ No

Has a discharge been entered? ☐ Yes ☐ No

PREGNANCY:

- ☐ Wife is **not** pregnant
☐ Wife is pregnant, and the husband **is** ☐ or **is not** ☐ the father of the child.
☐ A child who is common to the parties is expected to be born this date: _____.

CHILDREN: All minor children common to the parties as follows:

NAME (S) OF CHILD (REN)	D/O/B(s)	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If born prior to marriage, has proof of paternity been presented? ☐ Yes ☐ No

PARENT INFORMATION PROGRAM:

Petitioner ☐ has ☐ has **not** attended the Parent Information Program Class.

Respondent ☐ has ☐ has **not** attended the Parent Information Program Class.

CHILD CUSTODY:

☐ The parties are unable to reach an agreement concerning custody

SOLE CUSTODY: The condition under which one person, ☐ **Mother** ☐ **Father** shall have sole custody of the minor child(ren).

☐ Both parties agree to **SOLE CUSTODY:** Sole custody to ☐ **Mother** ☐ **Father**

JOINT LEGAL CUSTODY: The condition under which both parents share legal custody and neither parent's rights are superior except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.

☐ Both parties agree to joint legal custody.

☐ **Mother** ☐ **Father** will be the primary custodial parent.

☐ Neither party is designated the primary custodial parent.

JOINT PHYSICAL CUSTODY/JOINT SHARED CUSTODY: The condition under which the physical residence of the child(ren) is shared by the parents in a manner that assures that the child(ren) has/have substantially equal time and contact with both parents.

☐ Both parties agree to joint physical/shared custody ☐ **Mother** ☐ **Father** will be the primary custodial parent.

CHILD SUPPORT:

☐ The parties are in agreement that child support will be paid by the ☐ **Mother** ☐ **Father** using the child support guidelines.

☐ The parties agree on the following child support amount of _____ to be paid to the ☐ **Mother** ☐ **Father**.

☐ The parties are in agreement to a deviation from the child support guidelines in the amount of _____ to be paid to ☐ **Mother** ☐ **Father**.

☐ A child support order currently exists signed on _____ in the amount of _____.

☐ The parties agree to have child support calculated prior to the final agreement.

☐ The parties are **unable** to reach an agreement concerning child support.

MEDICAL, DENTAL AND VISION INSURANCE, PAYMENTS, AND EXPENSES:

Parties agree

- ☐ Petitioner ☐ Respondent will provide medical, dental and vision insurance for the minor child(ren).

FURTHER: Uncovered medical expenses shall be allocated as follows:

- ☐ Petitioner will pay _____ % **AND**
☐ Respondent will pay _____ %
☐ The parties will pay proportionate to their incomes.
☐ The parties are **unable** to reach an agreement concerning medical, dental and vision insurance.

TAX DEDUCTION: The parties agree that they shall claim as income tax dependency exemptions on federal and state tax returns as follows.

Parent entitled to claim:

Name of child(ren)

Mother to take tax deduction on _____
☐ Even year's ☐ Odd years ☐ Every year.

Name of child(ren)

Father to take tax deduction on _____
☐ Even year's ☐ Odd years ☐ Every year.
☐ The parties agree to take tax deductions based on proportionate to child support worksheet guidelines.

TAX RETURNS: * Subject to IRS Rules and Regulations.

For prior years _____ through _____, the parties agree to:

- ☐ File **joint** federal and state income tax returns, and hold the other harmless from half of all additional income taxes and costs, if any, and each party shall share equally in tax refunds, if any.

For prior years, _____ through _____, the parties agree to:

- ☐ File **separate** federal and state income tax returns.
☐ Each party shall file **separate** tax returns this calendar year and continuing thereafter.
☐ Each party shall give the other party all necessary documentation to file all tax returns.
☐ The parties are **unable** to reach an agreement concerning tax return issues.

NAME CHANGE:

- ☐ **Wife** requests that her last name be restored to _____.
☐ **Husband** requests that his last name be restored to _____.
☐ The Petitioner and Respondent **do not** wish to have their names restored.

SPOUSAL MAINTENANCE/SUPPORT:

- ☐ Parties are in agreement that the Petitioner will pay Respondent Spousal Maintenance/Support \$ _____ for the duration of _____ years.
☐ Parties are in agreement that the Respondent will pay Petitioner Spousal Maintenance/Support \$ _____ for the duration of _____ years.

☐ Parties are in agreement that **no** Spousal Maintenance/Support is needed for either party.
☐ Parties are **unable** to reach an agreement concerning Spousal Maintenance/Support.

COMMUNITY DEBTS:

☐ Parties agree on how to divide Community debts.

☐ Parties agree to be responsible for their own sole and separate debts as follows:

Creditors	Account #	Amount Owed	Petitioner	Respondent	Disputed Debts
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Parties agree to submit a comprehensive inventory and breakdown of community debt to the other party by _____.

☐ The community debts shall be divided as follows:

Creditors	Account #	Amount Owed	Petitioner	Respondent	Disputed Debts
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Any debts or obligations incurred by either party before the date of separation that are not identified in the list above or attached, shall be paid by the party who incurred the debt or obligation and that party shall indemnify and hold the other party harmless from such debts.

☐ The parties are **unable** to reach an agreement concerning debts.

PERSONAL PROPERTY:

☐ Community personal property has already been distributed prior to conference to both Petitioner and Respondent. Each party to be awarded the personal property in their respective possession.

☐ The parties are **unable** to reach an agreement concerning personal property.

☐ The parties **agree** to a division of community personal property as follows:

DIVISION OF COMMUNITY PROPERTY: (Be very specific in your description of the property)

Community property is awarded to each party as follows:

LIST OF COMMUNITY PROPERTY AWARD TO:

	Petitioner	Respondent
<input type="checkbox"/> Household furniture/furnishings. (Be specific.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Appliances. (Be specific.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TV /VCR/DVD (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personal Computer. (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Motor vehicle_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Motor vehicle_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cash, bonds of \$_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Award each party the personal property in his/her possession.	<input type="checkbox"/>	<input type="checkbox"/>

DIVISION OF REAL PROPERTY: Section A is for one piece of real property. Section B is for a second piece of real property.

A. Real property located at (address)_____.

The real property as described above is:

☐ Awarded to ☐ Petitioner or ☐ Respondent as his/her sole and separate property.

OR

☐ Shall be sold and the proceeds divided as follows:

_____ % or \$ _____ to Petitioner.

_____ % or \$ _____ to Respondent.

B. Real property located at (address)_____ .

The real property as described above is:

☐ Awarded to ☐ Petitioner or ☐ Respondent as his/her sole and separate property.

OR

☐ Shall be sold and the proceeds divided as follows:

_____ % or \$ _____ to Petitioner.

_____ % or \$ _____ to Respondent.

☐ More than two pieces of property are involved. See attached sheet listing the same information as in Sections A and B.

☐ The value of the property is unknown and the parties agree to have a comprehensive analysis or appraisal done prior to the final agreement or by _____ date.

☐ Parties agree that ☐ Petitioner ☐ Respondent will refinance real property on or before _____. If unsuccessful, the real property will be _____.

☐ The parties are **unable** to reach an agreement concerning real property.

☐ There is no community real property.

DIVISION OF RETIREMENT, PENSION, DEFERRED COMPENSATION:

☐ The parties agree that any community interest in any retirement benefits, pension plans, or other deferred compensation described below will be allocated as follows:

Petitioner's: _____

Respondent's: _____

☐ The parties agree they will submit a Qualified Domestic Relations Order to the assigned Judge by _____.

☐ Each party **waives and gives up** his or her interest in any retirement benefits, pension plan, or other deferred compensation of the other party.

☐ Neither party has a retirement, pension, deferred compensation, 401K Plan and/or benefits.

☐ The parties are **unable** to reach an agreement concerning retirement, pension plan or other deferred compensation.

LEGAL FEES:

- ☐ Petitioner will pay Respondent's legal fees in the amount of \$_____.
- ☐ Respondent will pay Petitioner's legal fees in the amount of \$_____.
- ☐ Each party will pay **their own** legal fees.
- ☐ The parties are **unable** to reach an agreement concerning legal fees.
- ☐ Legal fees do not apply to this case.

ADDITIONAL AGREEMENTS:

ADDITIONAL ISSUES NOT AGREED UPON:

OTHER ORDERS:

TIMELINE FOR PARTIES:

I am not under force, threats, duress, coercion, or undue influence from anyone, including the other party, to sign this Agreement. The Agreement, with attachments, if any, that I have signed is our agreement. I have not agreed to something different from what is stated in this agreement. The provisions regarding the division of property and debt are fair and equitable.

Pursuant to Rule 80 (d) of the Arizona Rules of Civil Procedure, it is the intent of both parties that this agreement shall be binding.

This is NOT a finalized divorce decree. This agreement merely provides a degree of resolution to some of the issues involved in your case.

Petitioner: _____

Date: _____

Respondent: _____

Date: _____

If either party is represented by a lawyer, the lawyer must sign:

Petitioner's Attorney: _____

Date: _____

Respondent's Attorney: _____

Date: _____

TRIAL COURTS OF ARIZONA
SUPERIOR COURT
MARICOPA COUNTY

(Name of Petitioner)

Case Number: _____

**AGREEMENT BETWEEN THE PARTIES
PURSUANT TO A. R. C. P. RULE 80 (D)
(DIVORCE) WITHOUT CHILDREN**

(Name of Respondent)

☐ **FULL SETTLEMENT**
☐ **PARTIAL SETTLEMENT**

This is the time set for the ☐ Settlement Conference ☐ Resolution Management Conference held
_____ before (please check one):

☐ **Judge *Pro Tempore*** _____

☐ **Attorney Case Manager** _____

The assigned Judge on this case is _____

Attending this conference are:

☐ **Petitioner** ☐ **Petitioner's Counsel** ☐ **Respondent** ☐ **Respondent's Counsel**

☐ **Interpreter** ☐ **Other** _____

Has sixty days passed from service of the initial petition Yes ☐ No ☐

Is there an Order of Protection in effect now Yes ☐ No ☐

Does either party have a pending bankruptcy case?

Petitioner ☐ Yes ☐ No Respondent ☐ Yes ☐ No

Has a discharge been entered? ☐ Yes ☐ No

PREGNANCY:

- ☐ Wife is **not** pregnant
☐ Wife is pregnant, and the husband **is** ☐ or **is not** ☐ the father of the child.
☐ A child who is common to the parties is expected to be born this date: _____ .

TAX RETURNS: * Subject to IRS Rules and Regulations.

For prior years _____ through _____, the parties agree to:

- ☐ File **joint** federal and state income tax returns, and hold the other harmless from half of all additional income taxes and costs, if any, and each party shall share equally in tax refunds, if any.

For prior years, _____ through _____, the parties agree to:

- ☐ File **separate** federal and state income tax returns.
☐ Each party shall file **separate** tax returns this calendar year and continuing thereafter.
☐ Each party shall give the other party all necessary documentation to file all tax returns.
☐ The parties are **unable** to reach an agreement concerning tax return issues.

NAME CHANGE:

- ☐ **Wife** requests that her last name be restored to _____.
☐ **Husband** requests that his last name be restored to _____.
☐ The Petitioner and Respondent **do not** wish to have their names restored.

SPOUSAL MAINTENANCE/SUPPORT:

- ☐ Parties are in agreement that the Petitioner will pay Respondent Spousal Maintenance/Support \$ _____ for the duration of _____ years.
- ☐ Parties are in agreement that the Respondent will pay Petitioner Spousal Maintenance/Support \$ _____ for the duration of _____ years.
- ☐ Parties are in agreement that **no** Spousal Maintenance/Support is needed for either party.
- ☐ Parties are **unable** to reach an agreement concerning Spousal Maintenance/Support.

COMMUNITY DEBTS:

- ☐ Parties agree on how to divide Community debts.
- ☐ Parties agree to be responsible for their own sole and separate debts as follows:

Creditors	Account #	Amount Owed	Petitioner	Respondent	Disputed Debts
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Parties agree to submit a comprehensive inventory and breakdown of community debt to the other party by _____.

- ☐ The community debts shall be divided as follows:

Creditors	Account #	Amount Owed	Petitioner	Respondent	Disputed Debts
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Any debts or obligations incurred by either party before the date of separation that are not identified in the list above or attached, shall be paid by the party who incurred the debt or obligation and that party shall indemnify and hold the other party harmless from such debts.
- ☐ The parties are **unable** to reach an agreement concerning debts.

PERSONAL PROPERTY:

- ☐ Community personal property has already been distributed prior to conference to both Petitioner and Respondent. Each party to be awarded the personal property in their respective possession.
- ☐ The parties are **unable** to reach an agreement concerning personal property.
- ☐ The parties **agree** to a division of community personal property as follows:

DIVISION OF COMMUNITY PROPERTY: (Be very specific in your description of the property)

Community property is awarded to each party as follows:

LIST OF COMMUNITY PROPERTY AWARD TO:

	Petitioner	Respondent
<input type="checkbox"/> Household furniture/furnishings. (Be specific.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Appliances. (Be specific.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TV /VCR/DVD (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personal Computer. (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Motor vehicle_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Motor vehicle_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cash, bonds of \$_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Award each party the personal property in his/her possession.	<input type="checkbox"/>	<input type="checkbox"/>

DIVISION OF REAL PROPERTY: Section A is for one piece of real property. Section B is for a second piece of real property.

A. Real property located at (address)_____.

The real property as described above is:

☐ Awarded to ☐ Petitioner or ☐ Respondent as his/her sole and separate property.

OR

☐ Shall be sold and the proceeds divided as follows:

_____ % or \$ _____ to Petitioner.

_____ % or \$ _____ to Respondent.

B. Real property located at (address)_____ .

The real property as described above is:

☐ Awarded to ☐ Petitioner or ☐ Respondent as his/her sole and separate property.

OR

☐ Shall be sold and the proceeds divided as follows:

_____ % or \$ _____ to Petitioner.

_____ % or \$ _____ to Respondent.

☐ More than two pieces of property are involved. See attached sheet listing the same information as in Sections A and B.

☐ The value of the property is unknown and the parties agree to have a comprehensive analysis or appraisal done prior to the final agreement or by _____ date.

☐ Parties agree that ☐ Petitioner ☐ Respondent will refinance real property on or before _____. If unsuccessful, the real property will be _____.

☐ The parties are **unable** to reach an agreement concerning real property.

☐ There is no community real property.

DIVISION OF RETIREMENT, PENSION, DEFERRED COMPENSATION:

☐ The parties agree that any community interest in any retirement benefits, pension plans, or other deferred compensation described below will be allocated as follows:
Petitioner's: _____
Respondent's: _____

☐ The parties agree they will submit a Qualified Domestic Relations Order to the assigned Judge by _____.

☐ Each party **waives and gives up** his or her interest in any retirement benefits, pension plan, or other deferred compensation of the other party.

☐ Neither party has a retirement, pension, deferred compensation, 401K Plan and/or benefits.

☐ The parties are **unable** to reach an agreement concerning retirement, pension plan or other deferred compensation.

LEGAL FEES:

- ☐ Petitioner will pay Respondent's legal fees in the amount of \$_____.
- ☐ Respondent will pay Petitioner's legal fees in the amount of \$_____.
- ☐ Each party will pay **their own** legal fees.
- ☐ The parties are **unable** to reach an agreement concerning legal fees.
- ☐ Legal fees do not apply to this case.

ADDITIONAL AGREEMENTS:

ADDITIONAL ISSUES NOT AGREED UPON:

OTHER ORDERS:

TIMELINE FOR PARTIES:

I am not under force, threats, duress, coercion, or undue influence from anyone, including the other party, to sign this Agreement. The Agreement, with attachments, if any, that I have signed is our agreement. I have not agreed to something different from what is stated in this agreement. The provisions regarding the division of property and debt are fair and equitable.

Pursuant to Rule 80 (d) of the Arizona Rules of Civil Procedure, it is the intent of both parties that this agreement shall be binding.

This is NOT a finalized divorce decree. This agreement merely provides a degree of resolution to some of the issues involved in your case.

Petitioner: _____ Date: _____

Respondent: _____ Date: _____

If either party is represented by a lawyer, the lawyer must sign:

Petitioner's Attorney: _____ Date: _____

Respondent's Attorney: _____ Date: _____

**TRIAL COURTS OF ARIZONA-SUPERIOR COURT
IN MARICOPA COUNTY
ALTERNATIVE DISPUTE RESOLUTION**

DECREE OF DISSOLUTION OF MARRIAGE CHECKLIST

CASE NUMBER: _____
_____ **vs** _____

1. Date served, filed, or accepted _____
2. Respondent's fees paid or deferred.
3. 60-day waiting period satisfied. Stip signed _____
4. Stipulation includes statement re: domestic violence (mandatory with joint custody) N/A
5. Stipulation signed and verified by (Husband) (Wife) (Attorneys)
6. Decree of dissolution
 - a. Jurisdiction Findings
 - b. Covenant Marriage
 - c. Division of Community Property (agreement) (decree)
 - d. Division of Community Debt (agreement) (decree)
 - e. Spousal maintenance provision (applies or not)-(agreement) (decree)
\$ _____
 - f. Pregnancy statement
 - g. Waiver/award of rights in estate &/or pension or not applicable
 - h. Name restoration N/A
 - i. Signed/verified by: (Husband) (Wife) (Attorneys)
7. Parenting Plan/Decree Provisions re: children
 - a. Custody (Joint) (Sole) Dad Mom
 - b. Parental access Reasonable Guideline
 - c. Holiday/Summer Schedule
 - d. Medical Insurance _____ Dad _____ Mom
 - e. Uninsured medical expense (Proportional) _____ % Dad
_____ % Mom
 - f. Child Support (Guideline) (Deviation with reasons) (Not accepted)
 - g. Mandatory statutory (A.R.S. 25-403) criteria stated (Joint custody):
 - i. Best interest
 - ii. Education, health care, religious training
 - iii. Physical residence _____ Dad _____ Mom _____ Split
 - iv. Mediation of disputes
 - v. Joint custody does not mean equal parenting time
 - vi. No coercion
 - h. Dependency exemptions
 - i. Exchange financial information every 24 months
 - j. _____ month plan review
8. Child Support worksheet: signed and notarized by (Dad) (Mom) (Attorneys)
Explanation for deviations: \$ _____ : (#children _____) Adopted _____
9. Order of Assignment Judgment Data Sheet Child Support Order
10. PIP Certificates for: Dad _____ Mom _____
11. Addendum added

**TRIAL COURTS OF ARIZONA-SUPERIOR COURT
IN MARICOPA COUNTY
ALTERNATIVE DISPUTE RESOLUTION**

DECREE OF DISSOLUTION OF MARRIAGE REJECTION SHEET

Judge Pro Tempore: _____	Date: _____
Case #: _____	

Your documents are being returned to you for the reasons set forth below. Please make these changes before you resubmit the documents. Remember to use **BLACK INK** on all documents and **RETURN THIS SHEET** with your papers no later than _____.

The following criteria apply to everyone. Additional criteria (on page 2) apply to parties with children.

1. Show that filing fees have been paid or deferred. Include the receipt or a copy to the receipt or fee deferral form.
 - a. Wife
 - b. Husband
2. File a Stipulation to File a Consent Decree that:
 - a. Complies with Family Court Department Policy.
 - b. Is signed and notarized by both Husband and Wife (and attorneys if represented)
 - c. Is submitted 64 or more days after the divorce petition was served or accepted by the other party
 - d. Is completed - see # _____
3. File a Decree of Dissolution of Marriage that:
 - a. Includes all of the jurisdictional findings that one party or both parties lived in Maricopa County for at least 90 days prior to filing their petition for dissolution, that marriage is retrievably broken, and that the statutory conciliation provisions have been met or do not apply.
 - b. Includes a division of community property or refers to an attached settlement agreement which divides the community property.
 - c. Includes a division of community debt or refers to an attached settlement agreement which divides the community debt.
 - d. Includes a statement that spousal maintenance (alimony) is either needed or not, and, if needed, include the terms for spousal maintenance.
 - e. Is signed and notarized by both Husband and Wife.
 - f. Includes a statement that the division of property and debts is fair and equitable.
4. Include _____ copies of all paperwork.
5. Include pre-addressed 9" x 12" envelopes with sufficient postage for:
 - a. Husband
 - b. Wife
6. Other: _____

(Please go to page 2)

DECREE WITH CHILDREN: INCLUDE THE FOLLOWING INFORMATION

1. Stipulation must include a statement about domestic violence (#_____ must be completed).
2. Include a Certificate of Completion of Parenting Class for (mandatory for cases filed on or after January 1, 1997) or file a proper Motion to Waive Requirement
 - a. Mom
 - b. Dad
3. File a Joint Parenting Plan. Include provisions for:
 - a. Custody
 - b. Parental access (visitation)
 - c. Primary physical location
 - d. Holiday and summer schedule
 - e. Medical insurance for child and who will be responsible for paying
 - f. Payment of uninsured medical/dental expenses for child(ren)
 - g. Allocation of dependency exemption(s) for child(ren)
 - h. Medical care, education, religion
4. Joint Parenting Plan must be signed by
 - a. Mom
 - b. Dad
5. Decree/Plan does not include required findings that parenting plan is in the best interest of the child(ren), was not influenced by duress or coercion, is logistically possible, provides time period and procedure for periodic review, provides the procedure for proposed changes or mediation disputes, and that the parties understand that a plan for joint custody does not necessarily mean equal parenting time. (SEE A.R.S. 25-403I-MANDATORY CRITERIA)
6. Need to file a completed Child Support Worksheet.
7. The Child Support Worksheet must be signed by:
 - a. Mom AND/OR
 - b. Dad AND/OR
 - c. Attorney
8. If deviating from the guidelines, need to supply the reasons why the Court should allow party to deviate. PLEASE NOTE THAT THE COURT DOES NOT ALLOW PARTIES TO DEVIATE.
9. Decree must include final amount of child support or must include a separate Child Support Order (AS REFERENCED IN DECREE).
10. Need a completed Order of Assignment which includes employer information
11. Need a completed Judgment Data Sheet
12. Child support, spousal maintenance amounts or uninsured medical expense percentage are not consistent on all papers.
13. OTHER:



TRIAL COURTS OF ARIZONA
Superior Court • Municipal Courts • Justice Courts
In Maricopa County

Alternative Dispute Resolution
Family Court Settlement Conference Evaluation Form

This information will be used to inform the court system and the judge *pro tempore* about your experience with the settlement conference. With your help, we can ensure that quality settlement conferences continue to be available on the Maricopa County Superior Court Service Provider Rosters. In accordance with ADR Superior Court policy, this information is confidential.

Case Information

Judge *Pro Tempore*: _____
Please Print First & Last Name

Date of Settlement Conference: _____

In this case, I am the: ___Petitioner ___ Counsel for Petitioner ___ Other:
_____ ___Respondent ___ Counsel for Respondent

Settlement Conference Evaluation

Please tell us about your settlement conference by circling one response to each question below:

- | | | | |
|--|-------------|-----------------|-------------|
| 1. What type of agreement was reached at the end of settlement conference? | Full | Partial | None |
| 2. Was the settlement conference process helpful? | Yes | Somewhat | No |
| 3. Was the judge <i>pro tempore</i> neutral and impartial? | Yes | Somewhat | No |
| 4. Did you feel pressured to settle by the judge <i>pro tempore</i> ? | Yes | Somewhat | No |

Please share your comments on the settlement conference process and the judge *pro tempore*:

Please return to Maricopa County Superior Court by using the enclosed pre-stamped envelope.

TRIAL COURTS OF ARIZONA
Superior Court
in and for the County of Maricopa

REQUEST FOR ARBITRATION EXEMPTION
(FAMILY COURT JUDGE *PRO TEMPORE*)

REQUIREMENT: In order to qualify for an exemption, a family court settlement conference judge *pro tempore* is required to serve and complete a minimum of three, one-half days of settlement conference work during a period of six months, or the equivalent (e.g. one-half day of settlement conferences every other month for six months).

Attorney, _____ has served in the capacity of settlement
conference judge *pro tempore* for _____ one-half days every other month (or the equivalent) for six months
beginning on _____ (month), 200____.

Signature of Attorney/Bar #

DATE

Signature of ADR Staff

DATE

***Pursuant to an agreement between the Family Court Department and the Presiding Civil Department Judge, any attorney who meets the qualifications and stipulations as set forth above is entitled to one "pass" as an arbitrator for the court after completion of the request for exemption.** (The pro bono work that qualifies the attorney for exemption must have been conducted on or before the appointment as arbitration judge.)

Please mail original request to: Trial Courts of Arizona
Office of Alternative Dispute Resolution
201 W. Jefferson
Phoenix AZ 85003

CHAPTER 2 - GETTING STARTED

Settlement Conference Guide

- What is a settlement. An agreement between parties that resolves some or all of the issues in litigation.
 - Settlement can
 - Be “full” or “partial”
 - Streamline issues that proceed to litigation
 - Allow stipulation of agreed upon facts
- The effective settlement negotiator must know how to discount litigation’s risks and rewards:
 - Know the facts, not necessarily completion of discovery
 - Know the applicable law
 - Communicate the range of probable outcomes
 - Rely on communication skills
- Remember: All cases settle at some point. If not in conference, there may be a good reason for proceeding to trial
- Why try to settle at a conference
 - Expense of litigation costs
 - Financial/emotional drain for parties
 - Time/difficulty collecting fees
 - Toll on the Court system and taxpayer
- Settlement: Generally, most satisfying outcome
 - Based on what’s fair, not what parties are asking for
 - Parties have “day in Court”
 - Attorneys can avoid complete loss for client
 - Judge gets satisfaction of helping parties reach agreement
- Justice is served
 - Settlements avoid extreme results
 - Provide positive satisfaction with Court system
- Effective Settlement Conference Techniques
 - Use basic mediation techniques (Getting to Yes by Fisher & Ury)
 - Personalities impeding case resolution? Identify hidden emotional agendas
 - Use effective listening: Watch what is being communicated, not just what’s being said
 - Focus on “interest” not “positions”: What do parties really need to move on?

- Help parties find creative (non-monetary) alternatives: What can one party do for the other party more easily than that party can do for themselves?
- Maintain a rational, problem-solving focus for negotiations
- Judicial settlement conference techniques
 - Establish your authority/expertise
 - Set conference Ground Rules
 - Start with initial group meeting
 - Parties can consult with counsel
 - Explain caucusing
 - Set conference tone and style in introductory remarks. Project an image of experience, knowledge, fairness, and friendship
 - Relaxed, informal atmosphere
 - Set aside adversarial attitude/posturing
 - Invite parties to reason together to resolve differences
 - Be prepared: Read the file in advance
 - Allow brief statement by attorneys and/or parties
 - Identify the issues
 - Give case history on negotiations
 - State positions/why attorneys believe they're reasonable
 - Judicial analysis
 - Conduct candid discussion of strengths/weaknesses of each party's positions (in caucus)
 - Watch for clues in speech/body language
 - Use "active listening" skills
 - Parroting
 - Paraphrasing
 - Reflective listening
 - Brainstorm potential solutions
 - If caucus
 - Use reality testing
 - Avoid appearance of bias
 - Demonstrate an unreasonable position with role reversal
 - Negotiation. Try to move parties off positions and closer to common ground
 - Exert reciprocal pressure to settle--avoid coercion
 - Split the difference only when parties are close in terms; no reasonable distinction in positions
 - Offer additional conference time if needed
- What to do when parties settle: Always get agreements on the record with attorneys/parties present and their affirmation of settlement terms

Top Tips for Conducting Settlement Conferences

1. The Judge should be proactive in trying to resolve the issues in the case.
2. Create an environment conducive to settlement. Set the tone to encourage compromise and conciliation.
3. Make an introductory statement:
Explain the purpose of the conference:
 - To organize and clarify the issues for trial, settling issues that can be settled; issue any orders necessary to that end.
 - Let parties know that you understand the seriousness of the matter and the emotional issues they are facing.
 - Let parties know they don't have to settle; however, if they can work out their differences, it will save everyone significant time, frustration and expense.
 - Let parties know they have a right to trial, but sometimes the Judge makes a decision that no one likes. By working on a settlement, they can reach an agreement that meets their family's needs.
 - Encourage parties to be open about compromise. You are not the trial judge. Therefore, efforts at compromise will not be used against them at trial.
4. Be aware of the attorneys' need to preserve their relationship with their client. Some nice words about the lawyers in the presence of their clients will tend to reduce obstruction from counsel.
5. Recognize the attorneys' roles. Allow each attorney to make a brief "opening statement" regarding issues not yet resolved. Keep these statements to a minimum. Save the bulk of time for finding solutions.
6. Act as a sounding board for the issues. Parties and attorneys may be looking for feedback from the Judge. Be proactive and address the issues, making appropriate comment on the law as applied to these facts.
7. When parties begin by stating no agreement is possible, explore easy issues first to see if you can limit disagreements.
8. Think creatively. Create options or suggest alternatives that the attorneys may not have foreseen or could not suggest themselves.
9. Be a good listener. Identify and deal with emotional issues that may be impeding settlement.
10. Remain neutral even if you are inclined to side with one party
 - Avoid caucus or it could be construed as siding with one party
 - Avoid any appearance of favoring one side or one attorney. If you call one attorney by a first name, address the other attorney in the same manner.
 - Acknowledge aloud that each party's feelings are genuine about their positions, but your hope is to discover what they really need to move on and put this litigation behind them.
11. Complete unfinished discovery. If a party has not cooperated with discovery requests or not carried out pre-trial orders, issue orders to timely gain the information and include sanctions for non-compliance.
12. Keep control of the proceedings. Proceed methodically. Don't accept a statement that no settlement is possible. Your job is to explore.

13. Address topics one at a time. When possible, nail down agreements before going on to the next topic.
14. Start with easy things first, such as personal property, debts, who gets what car, etc. This helps get people in the mood to settle.
15. Be a facilitator, not a bully. People are more satisfied when they think they have voluntarily come to their own decisions.
16. In most cases, one or two issues are important to each party. They are not always the same issues. Find them. They will negotiate everything else.
17. Compliment attorneys on the work they have done, but let parties know that even though these attorneys will work hard for them, by settling this case they will save significant attorneys' fees. Remind people of the benefits of settlement, in terms of money, time, and trauma.
18. Take charge when settlement is imminent on an issue. Do not let it slip away before you get both parties to commit.
19. In reaching settlement, you want to terminate all ties that you can, so that parties do not have to worry about ongoing contact (except with regard to children).
20. When telling a party that the Court will not sustain their position, watch for their lawyer's reaction. If it is quiet and passive, it's probably reinforcing what the lawyer has already told the client.
21. Inform unreasonable people quickly if they will not be successful in Court on a point.
22. Start by identifying areas of agreement. This is a good tactic to encourage further agreement. Help avoid distraction by areas of disagreement.
23. Think of contingencies for the future, such as parties moving out of state, visitation when children get older, etc.
24. If the case settles, swear both parties in, have both parties say that they understand and approve of the settlement terms and consider the terms fair and equitable. State which lawyer will prepare the decree, that any judge can sign the decree, and that objections to the form of decree, if any, will be heard by you.
 - Prepare a clear, detailed and complete settlement order
 - When dictating settlement terms, be specific to ensure that the agreement is clear and understandable.
 - If easier, dictate settlement terms as they are reached on each issue (although this may be difficult if parties revise terms).
25. Even if no settlement, encourage parties/attorneys to continue to negotiate. Seeds of settlement can be planted at the conference that result in subsequent agreements.

COMMUNICATION TECHNIQUES FOR SUCCESSFUL NEGOTIATIONS

1. **Restatement** – The settlement judge listens to what has been said and repeats the content to the party in the party's own words.
2. **Paraphrase** – The settlement judge listens to what has been said and restates the content to the party using different words that have the same meaning as the original statement. This is often called *translation*.
3. **Active Listening** – The settlement judge decodes a spoken message and then feeds back to the speaker. This is commonly used in conciliation.
4. **Summarization** – The settlement judge condenses the message of a speaker.
5. **Expansion** – The settlement judge receives a message, expands and elaborates on it, states it back to the listener, and then checks to verify accurate perception.
6. **Ordering** – The settlement judge helps a speaker organize ideas into a sequence (historical, size, importance, amount, and so forth).
7. **Grouping** – The settlement judge helps a speaker identify common ideas or issues and combine them into logical units.
8. **Structuring** – The settlement judge assists a speaker to organize and arrange his or her thoughts and speech into a coherent message.
9. **Separation or Fractionating** – The settlement judge divides general points or principles in a speaker's component parts.
10. **Generalization** – The settlement judge identifies general points or principles in a speaker's presentation.
11. **Probing Questions** – The settlement judge asks questions to encourage a speaker to elaborate on an idea.
12. **Questions of Clarification** – The settlement judge asks questions to encourage the speaker to give further information about a point in question.

The settlement judge can enhance communication between disputants by encouraging disputants to use communication skills, by teaching disputants how to use them, and by reinforcing their use by commending parties who utilize them.

ESTABLISHING A POSITIVE EMOTIONAL CLIMATE

In addition to facilitating communication, the settlement judge often must create an emotional climate conducive to clear communication and joint problem solving.

Interventions related to promoting a positive emotional climate include:

- Preventing interruptions or verbal attacks.
- Encouraging parties to focus on the problem and not each other.
- Translating judgmental language of disputants into less emotionally charged terms.
- Affirming clear descriptions or statements, procedural suggestions, or gestures of good faith while not taking sides on substantive issues.
- Accepting the expression of feelings and being empathetic while not taking sides.
- Reminding parties about behavioral guidelines that they have established.
 - Intervening to prevent conflict escalation.

THE SETTLEMENT FACILITATION PROCESS

CONFLICT CLASSIFICATION

Consensual or Interest-Based Conflict. Conflicts of interest usually exist in conditions of perceived or actual scarcity in which one or more parties believes that gains for one party may mean a loss for another. Conflicts of interest are often referred to as competitive cooperation, in that the disputants are collaborating to compete for the same set of goods or benefits.

Because there are numerous types of interests that any given party may have in a dispute, there is often great latitude in trading one set of interests for another so that all parties can be satisfied in a settlement.

Dissensual or Value-Based Conflict. In contrast to conflicts of interest in which a consensus exists between parties about competition for the desired end result or in which enough different interests exist to facilitate a trading process to minimize loss on all sides, dissensual conflicts are based on differences in values. Value disputes focus on such issues as guilt and innocence, what norms should prevail in a social relationship, what facts should be considered valid, what beliefs are correct, who merits what, or what principles should guide decision makers. Disputes of whether to build a housing development, whether to cut down a forest, whether divorcing parents should allow new lovers over when the children live at home, or whether a party should be punished (as opposed to making restitution) for committing a theft are all disputes over values.

IDENTIFYING AND FRAMING ISSUES

In the process of defining parameters of the dispute, the parties and the mediator engage in the preliminary definition of topic areas and issues that will be the focus of future negotiations. This process has been referred to variously as framing or reframing (Watzlawick, 1978), characterizing (Stulberg, 1981a), reconceptualizing, or redefining (Boulding, 1962; Sawyer and Guetzkow, 1965) the issues in dispute. Before exploring the moves of framing or reframing a situation, I will briefly explain how parties arrive at their viewpoint of the conflict.

Each Disputant comes to the conflict with his or her own individual picture or subjective reality of what issues are in dispute and what the basis of conflict is (Berger and Luckmann, 1967). Watzlawick (1978,p.119) describes the individual's condition: "Let us remember: We never deal with reality *per se*, but rather with *images* of reality – that is, with interpretations. While the number of potentially possible interpretations is very large, our world image usually permits us to see only one and the one therefore appears to be the only possible, reasonable, permitted view. Furthermore, this one interpretation also suggests only one possible, reasonable, and permitted solution."

An example of how a situation is framed is the joke about how one distinguishes between an optimist and pessimist: “The optimist says of a bottle that it is half full: the pessimist sees it as half empty. The same bottle and the same quantity of wine, in other words, the same first-order reality, but two very different world images, creating two very different (second-order) realities” (Watzlawick, 1978, p. 119).

More in line with our focus is the classic dispute in child custody over which parent will receive legal custody of the level of involvement in their child’s life. They, and in many cases the judicial system, have defined the resolution procedure as a Court decision determining who can legally possess the child. There are, however, alternative ways that this parent-parent/parent-child relationship, and the concept of legal custody or ownership of the child is reframed into terms of parental rights and responsibilities toward their offspring, the bipolar struggle with only a win-lose outcome is transformed into a more complex issue with multiple variables that may be traded off on against another (Haynes, 1981; Ricci, 1980). By reframing how a dispute is seen and defined by the parties, the mediator can open the door to more collaborative and mutually satisfactory solutions.

VARIABLES IN FRAMING AND REFRAMING ISSUES

When negotiators frame issues in a productive, problem-solving format, the mediator may be merely an interested observer. However, some disputes become deadlocked because disputants have not discovered a mutually acceptable definition or framing of the issues that will allow them to cooperate. At this point, the mediator’s intervention can be invaluable. The mediator may either frame the issues before the parties restrict themselves with a particular definition, or may reframe the issues by moving the parties away from an unproductive definition toward one that will lead to successful problem solving.

When reframing the definition of issues in dispute from terms put forth by one or more parties to new terms that are subjectively acceptable to all disputants, the mediator should consider (1) the process for reframing interest-related issues, (2) techniques for reframing value-related issues, (3) the explicitness and timing of reframing, and (4) the appropriate language or syntax used in the redefinition of the situation.

Reframing Interest-Related Issues. The act of reframing itself raises some important questions regarding the mediator’s neutrality. The general assumption of mediators when reframing an issue is that they are making such a move “based on some conception (implicit or explicit) of a more constructive or desirable relationship for the original players than the one that they see themselves engaging in at the onset of the interaction. And in this context, the terms “constructive” and “desirable” inevitably carry normative content. Be this as it may, mediators constantly redefine the context of disputes in ways that disputants find to be extremely helpful to avoid or overcome impasse (Young, 1972, p.59).

In general, reframing interest disputes is easier than reframing value conflicts resulting from dissensus over such issues as guilt, rights, or facts. In reframing interest disputes, mediators often use a technique that expands issues to provide the parties with more bargaining power. For example, in a labor management dispute, the union and management are bargaining to a deadlock over a wage increase. The union negotiators must bring to their constituents some tangible benefits from the negotiations. They have selected salary increases as their goal. The mediator can reframe the issue from the problem of wage increase to the problem of how the union can obtain benefits that its constituents will see are the result of the negotiations. This reframing of the situation allows the negotiator to look for other means of meeting union needs than solely emphasizing wages.

Reframing interest disputes requires a careful analysis of position statements put forth by the parties and the interests represented by the position. Shifting from specific interests to more general ones may widen the number of settlement options available.

Reframing issues and interests in narrower terms is also occasionally effective. For example, consider the case in which several people agreed to purchase a piece of property together that was to be used for cooperative housing. Several months after the purchase, the relationships among the owners deteriorated and several of the people decided that they wanted their money back. However, this would only be possible by revising the financial contract all the owners agreed upon. The initial issue, stated in the form of a demand was, "I want my money back." The problem as the disputants framed it was that one person wanted his money back and was withdrawing from the contract, but the others felt that they could not reimburse him without selling the property. Sale of the property was not acceptable to the other owners. From this either/or situation, the mediator and the parties mutually reframed the issue into smaller, more manageable sub-issues: How much money? In what form? With interest? And so forth. The parties were then able to reach agreement on trade-off for these sub-issues.

Reframing Value-Related Issues. Reframing conflicts over values is much more difficult than redefining interest-related issues. This seems to be because value issues have a strong tendency to become bipolar, with one side representing right and the other side wrong. Disputants place great emphasis on normative judgement, which often makes it difficult to compromise and trade as in interest-related issues. Even proposing such solutions may provoke escalation. People will claim that their "ideas are not for sale" or that one "can't bargain with the truth" (Aubert, 1963).

Mediators accomplish identification and framing of value-based issues by (1) translating value disputes into interest disputes, (2) identifying superordinate goals, and (3) avoidance. I will discuss each approach in turn.

Pure dissensus in conflicts over values and facts is relatively rare. Usually, value disputes are mixed disputes in that participants also have some common interest. Mediators who work with value disputes often try to translate values into interests so that the parties have more tangible issues. For example, if a value dispute over

authority can be translated into conflict over the division of power, there are some possibilities for compromise based on a formula for the division of power. In one case, two employees are rivals for promotion in their organization. There is only one position available at the next grade above their current rank. Both employees want the job and claim to be the best person for the job. If it is in the company's interest to satisfy both employees, those responsible may explore how the task, authority, and status of the job could be divided between the two equally qualified employees. Thus a struggle over who is best becomes moot as each employee is rewarded based on interest.

In another dispute, an association of single-family homeowners were in dispute with a planning department over the construction of multifamily dwellings on the edge of their neighborhood. The single-family homeowners charged that the new construction would change the neighborhood's ambiance and that it would mean an entire shift in life-style. On careful examination, life-style values were translated into interests –limited noise, no abrupt, transitions from single-family to multifamily homes, minimizing height of new construction to preserve views, and maintaining privacy by avoiding building complexes that overlook single-family home backyards. Given the interests of all parties, a mutually satisfactory development plan was negotiated that met most of the needs described above.

A second approach to reframing value disputes is to identify larger superordinate goals with which all parties can identify. (Sherif and others, 1961). For example, in a dispute over a dam's location, one party may argue that the proposed construction site damages a pristine wilderness area, while the other party argues that it has a mandate to provide water to a nearby city and that the dam allows the party to fulfill contractual obligations. The mediator looks for a superordinate goal to join the parties in a cooperative effort. In this instance, the mediator might gain consensus that the topic to be discussed is (1) an agreement that the city needs a certain amount of water and (2) that the wilderness is to be protected. The parties can then participate in a joint search for potential sources of water.

A third strategy for managing and identifying value-based issues is to avoid identifying or responding to them directly, or to reframe the situation so that parties agree to disagree. Since it is difficult to mediate guilt or innocence, right or wrong, respect or lack of respect, and so forth, the mediator may want to avoid these questions entirely and focus only on the dispute's components that can be turned toward interest-based bargaining, the importance of value differences will fade and will be dropped from a list of demands or topics for discussion.

EXPLICIT-IMPLICIT REFRAMING AND TIMING

To resolve disputes over interests or values, parties often must be explicit about the topic areas that divide them, the issues that need to be discussed, and the points on which they must conduct bargaining or negotiation. The degree of explicitness, however, may vary over time due to the dynamics of the negotiation process itself or to conscious strategies of the negotiators or mediator. The mediator should manage the

timing of issue identification so that the parties will be most receptive to the way the issue is framed. Parties are often vague at the start of negotiations about the specifics of issues in dispute. Only through a process of discussion and mutual education can the parties jointly define and make explicit the concrete issues that must be resolved.

One party will often name an issue precisely only to hear another party repeatedly reject it. After several rounds of proposal rejection and exploration, the parties may finally be able to agree to discuss the issue. The final framing of the issues by the parties, or reframing by the mediator, may be identical to the earlier characterization of the problem. The final acceptance of the framing is a result of timing and the psychological readiness of the parties to accept the definition of the situation. This psychological shift often occurs after dialogue or when the neutral intervenor states the framing. There is research evidence that parties are often willing and able to hear and accept statements worded by the mediator when they are not able to hear or accept the identical statement from another disputant (Rubin and Brown, 1975).

Appropriate language or Syntax

One remaining point needs to be covered regarding framing the issues: the mediator's language or syntax. *Syntax* refers to the order and manner in which words are put together to form phrases or express a thought. Disputants use language that is judgmental, positional, and biased toward the subjective view. In joint session, mediators usually try to translate the language of the disputants into neutral terms to remove bias, positions, or judgement. Thus, when one party says, "That fat slob hasn't paid his rent money for the past two months," the mediator translates this to: You are upset that you have not received money that you feel is due to you according to the terms of your rental agreement with Mr. Brown." In this case, the judgmental statement that Brown is a slob is dropped the "you message," the portion of the communication directed at Brown for nonpayment is also shifted to focus on the landlord's feelings of deprivation and need for reimbursement. This, after all, is what concerns the landlord. Reframing the problem in this way also makes Brown feel more comfortable with the issue. The focus is no longer on his character but the "landlord" needs to be paid.

In identifying and framing issues, mediators should be careful to state the problem clearly in a manner that favors neither side nor makes one part blameworthy. Ideally, the mediator should depersonalize the issues and put them outside the relationship between the disputants. The parties can then focus on the topic in a more objective manner (Filly, 1975). Stulberg (1981a) notes that mediators should take a great care to avoid "trigger" words or statements that parties may interpret as mediator bias or preconceived judgements as to who is wrong. Mediators occasionally avoid any adversarial language, referring to conflicts as problems, positions as viewpoints, parties as *your group*, and negotiations as *discussions* in order to depolarize and neutralize value-laden and conflict-oriented terminology.

There are times, however, when entirely neutral terminology may not be as effective as more partisan language. If, for example, the parties cannot reach an agreement on

issues in joint session, the mediator may call a caucus to discuss the problem of issue identification. The mediator may use language more biased toward the interests or values of a particular party in the caucus to influence their decision-making.

The mediator may use the same terminology, syntax, and emotion as one part to encourage identification by the part with the mediator and to progress toward agreement on issues with another disputant. Usually, however, mediators should take care that the way they speak in a caucus is not drastically different from their manner in joint session so that parties neither are confused nor feel double-crossed by the shift to more neutral language when they return to joint session.

From Christopher Moore ~ *The Mediation Process*

ARIZONA RULES OF CIVIL PROCEDURE
RULE 16.1. SETTLEMENT CONFERENCES: OBJECTIVES

(a) **Mandatory Settlement Conferences.** Except as to lower Court appeals, medical malpractice cases, and cases subject to compulsory arbitration under A.R.S. § 12-133, in any action in which a motion to set and certificate of readiness is filed, the Court, at the request of any party, shall, except for good cause shown, direct the parties, the attorneys for the parties and, if appropriate, representatives of the parties having authority to settle, to participate either in person or, with leave of Court, by telephone, in a conference or conferences before trial for the purpose of facilitating settlement. Unless otherwise ordered by the Court, all requests for settlement conferences shall be made not later than 60 days prior to trial. The Court may also schedule a settlement conference upon its own motion.

In medical malpractice cases, the Court shall conduct a mandatory settlement conference no earlier than four (4) months after the conduct of the comprehensive pretrial conference and no later than thirty (30) days before trial.

(b) **Scheduling and Planning.** The Court shall enter an order that sets the date for the settlement conference, a deadline for furnishing settlement conference memoranda, and other matters appropriate in the circumstances of the case. An order setting a settlement conference shall not be modified except by leave of Court upon a showing of good cause.

(c) **Settlement Conference Memoranda.** At least five (5) days prior to the settlement conference, each party shall furnish the Court with a separate memorandum. In non-medical malpractice cases, the memorandum shall not be filed with the clerk of the Court, and the parties shall furnish the memoranda sealed to the division assigned to the case. In medical malpractice cases, the settlement conference memoranda shall be filed and exchanged. Each memorandum shall address the following:

(1) a general description of the issues in the lawsuit, and the positions of each party with respect to each issue;

(2) a general description of the evidence that will be presented by each side with respect to each issue;

(3) a summary of the settlement negotiations that have previously occurred;

(4) an assessment by each party of the anticipated result if the matter did proceed to trial; and

(5) any other information each party believes will be helpful to the settlement process.

No part of any settlement conference memorandum shall be admissible at trial.

(d) Attendance: Settlement conferences shall be attended by all of the parties to the litigation and their counsel unless specifically excused for good cause by the Court. In addition, the defendants shall have a representative present with actual authority to enter into a binding settlement agreement. All participants shall appear in person except pursuant to stipulation of the parties or order of the Court.

(e) Confidentiality. The Court shall order that discussions in settlement conferences shall be confidential among the parties, their counsel, and the Court.

(f) Discretion to Transfer. The Court, upon its own motion, or upon the motion of a party, may transfer the settlement conference to another division of the Court, willing to conduct the settlement conference.

(g) *Ex Parte* Communications. At any settlement conference conducted pursuant to this Rule, the Court, with the consent of all those participating in the conference, may engage in *ex parte* communications if the Court determines that will facilitate the settlement of the case.

(h) Sanctions. The provisions of Rule 16(f) of these Rules concerning sanctions shall apply to a conference provided for by this rule.

Added Oct. 10, 2000, effective Dec. 1, 2000.

State Bar Committee Note
2000 Amendment

As part of the effort to consolidate formerly separate sets of procedural rules into either the Arizona Rules of Civil Procedure or the Rules of the Arizona Supreme Court, certain provisions of the former Uniform Rules of Practice of the Superior Court and of the former Uniform Rules of Practice for Medical Malpractice Cases which dealt with the subject of settlement conferences were combined into a new Rule 16.1 dealing with that subject generally. The provisions of subparts (a), (b), (c), (f), and (h) of this new Rule are taken largely from former Rule VI(e) of the Uniform Rules of Practice of the Superior Court; the provisions of subparts (d), (e), and (g) are taken from former Rule 2 of the Uniform Rules of Practice for Medical Malpractice Cases.

The provision making the conduct of a settlement conference mandatory in all medical malpractice cases are retained; in all other cases, a settlement conference may be set either at the request of any party or by the Court, on its own motion. The new Rule also preserves the differing practice concerning the exchange of settlement conference memoranda. In medical malpractice cases, such memoranda are to be filed and exchanged; in other cases, they are not filed but are furnished under seal to the division to which the case is assigned.

In a Comment to the original Uniform Rules of Practice for Medical Malpractice Cases, which was effective January 1, 1990 and was amended effective July 1, 1992, the special Committee stated the following concerning the provisions of rule 2 [now part of Rule 16.1]:

"The committee recognizes that certain professional liability insurance policies require the consent of the insured before an insurer can settle a claim. All parties are encouraged to set forth in detail, orally or in writing, the basis of their positions with respect to their willingness to compromise disputed claims. A party who refuses to settle because that party insists on the right to trial cannot be found to have failed to comply with the provisions of this rule."

AMENDED RULE 16(g), ARIZONA RULES OF CIVIL PROCEDURE
EFFECTIVE DECEMBER 1, 2001
(APPLICABLE TO ALL CASES FILED AFTER DECEMBER 1, 2001)
(Changes or additions in text are indicated by underlining)

RULE 16(g), RULES OF CIVIL PROCEDURE

Rule 16(g) Alternative Dispute Resolution

(1) Upon motion of any party, or upon its own initiative after consultation with the parties, the Court may direct the parties in any action to submit the dispute which is the subject matter of the action to an alternative dispute resolution program created or authorized by appropriate local Court rules.

(2) The Parties' Duty to Consider ADR, and to Confer and Report.

(A) No later than 90 days following the first appearance of a defendant, the parties shall confer, either in person or by telephone, about:

(1) the possibilities for a prompt settlement or resolution of the case; and

(2) whether they might benefit from participating in some alternative dispute resolution ("ADR") process that would be most appropriate in their case, the selection of an ADR service provider and the scheduling of the proceedings;

(B) The attorneys of record and all unrepresented parties who have appeared in the case are jointly responsible for attempting in good faith to settle the case or agree on an ADR process and for reporting the outcome of their conference to the Court. Within 30 days after their conference, the parties shall inform the Court by means of a text prescribed in an official form promulgated pursuant to Rule 84 of the following:

(1) if the parties have agreed to use a specific ADR process, the type of ADR process to be used, the name and address of the ADR service provider they will use and the date by which the ADR proceedings will be completed;

(2) if the parties have not agreed to use a specific ADR process, the position of each party as the type of ADR process that is appropriate for their circumstances or, in the alternative, why ADR is not appropriate; and

(3) whether any party requests that the Court conduct a conference to consider ADR.

(C) Unless the parties have agreed to use a specific ADR process, the Court may direct the parties, the attorneys for the parties and, if appropriate, representatives of the parties having authority to settle, to discuss with a Court-

appointed ADR specialist, either in person or by telephone, whether ADR is appropriate and the types of ADR processes that might benefit their cases.

Comment to 2001 Amendment to Rule 16(g)

Parties are cautioned that the 2001 amendment to Rule 16(g) must be read in light of *Martinez v Binsfield*, 196 Ariz. 466 (2000), which held that Uniform Rule V(e) [now Rule 38.1(d)] applies to cases assigned to mandatory arbitration, and repeated continuances by the arbitrator in connection with mandatory arbitration did not provide good cause for continuing the case on the Inactive Calendar.